

INFORMATION SHEET FOR COLLOQUIA & SEMINAR COMMITTEES

Calendar – The list of standard reservations is attached. Please schedule seminars on the standard day. Check with the appropriate Committee Chairperson for clearance when another time slot is requested.

Seminar Notices – Notices (attached) **MUST** be completed and submitted to Barbara Moebes. Notices can also be sent via e-mail to moebes@bnl.gov. **PLEASE COMPLETE SEMINAR NOTICES FULLY including housing arrangements, travel, etc. Citizens from foreign countries are required to state their Visa status. Depending on this status they may or may not be eligible to receive reimbursement of any kind from a BNL account.**

Invitations – If a Committee Member would like to invite a Speaker, first check with the Committee Chairperson before extending an invitation so that there are no calendar conflicts. (Chairperson should make calendar available to Committee for scheduled seminars.)

Guest Information System – All foreign nationals are required to complete the BNL Guest Registration form located on the BNL Homepage, under Guest Registration, click on photo of BNL. This form must be completed at least **30 days** in advance of visit (sensitive countries require **60 days**). **Foreign nationals** must bring their original passport (with I-94 attached) and applicable visa with any INS documentation supporting the visa status and/or renewals, (e.g., form I-20 for F-1 students or form IAP-66/DS2019 for J-1 visa holders) to BNL upon their initial check-in and each time their visa status changes thereafter. U.S. citizens must bring photo ID.

Foreign Visitor Attendance Request – Barbara Moebes will complete this form to establish the Seminar as an Open to Public meeting. Please provide Barbara with the *Title* of the Seminar at least **two weeks** prior to the seminar date.

Main Gate Access Procedure – Employees who sponsor visitors must complete the Visitor Notification Form located on the BNL Homepage, click on Visitor/Event Notification, click on Main Gate Access, click on Visitor Notification Form. You will need the following information: the visitor's name, date of visit, approximate arrival time, reason for visit and the name and extension of the sponsor.

Dinner Reimbursement – If the Speaker is taken to dinner, we will reimburse a Committee Member for the Speaker's dinner only. Please indicate on the Seminar Notice whether you plan to take the Speaker out. Submit an original receipt to Barbara Moebes (Room 1-41) as soon as possible in order to receive reimbursement.

Travel Arrangements – Each Committee must stay within its budget. All travel arrangements must be made by the Speaker and accompanied by **ORIGINAL** receipts (be sure to inform Speaker of this policy). BNL policy is to reimburse on coach class flights only. First class, Business Class, BSA or CHARTER flights are NOT permitted and a U.S. carrier **MUST** be used. Please note the following guidelines:

Limousine service is urged rather than car rental, i.e.:

Classic – 1 (800) 666-4949 or (631) 567-5100	Spartan – (631) 928-5454
Winston – 1 (800) 424-7767 or (631) 924-1234	L.I. Limo – (631) 234-8400
Colonial Taxi – 1 (800) 464-6900 or (631) 589-7878	

If a rental car is required, inform the Speaker of BNL policy (Policy: mid-size car allowable and excessive charges will not be reimbursed, i.e., more than 3 days, Collision Damage Waiver Insurance or any other insurance).

On-site housing should be reserved when available. Total reimbursement of Speaker should be kept to a reasonable limit. Three days travel time is the maximum given for per diem purposes. If a Speaker is invited for a longer period, the expenses are to be split appropriately between seminar account and group account. Speakers from Stony Brook cannot receive reimbursement of any kind.

Travel Reimbursements – **ORIGINAL** receipts along with the Travel Reimbursement Form should be returned to Barbara Moebes in order to process reimbursement of expenses. (A form and return envelope should be obtained from Barbara Moebes before the Speaker's departure). Please inform the Speaker to allow 2-3 weeks for reimbursement.